

**UEN-TV Workplace Essential Skills schedule**  
**November '08 through February 2009**  
**Tuesday and Thursday from 6:30 to 7:00 p.m.**  
**and repeats the following**  
**Tuesday and Thursday from 10:30 to 11:00 p.m.**

**NOVEMBER**

Tue. 11th	6:30 p.m. #25 – Orientation
Thu. 13 <sup>th</sup>	6:30 p.m. #1 – Planning to Work
Tue. 18th	6:30 p.m. #2 – Matching Skills and Jobs 10:30 p.m. #25 – Orientation
Thu. 20th	6:30 p.m. #3 – Applying for Jobs 10:30 p.m. #1 – Planning to Work
Tue. 25th	6:30 p.m. #4 – Resumes, Tests and Choices 10:30 p.m. #2 – Matching Skills and Jobs
Thu. 27th	6:30 p.m. #5 – Interviewing 10:30 p.m. #3 – Applying for Jobs

**DECEMBER**

Tue. 2nd	6:30 p.m. #6 – Ready for Work 1:30 p.m. #4 – Resumes, Tests and Choices
Thu. 4th	6:30 p.m. #7 – Workplace Safety 10:30 p.m. #5 – Interviewing
Tue. 9th	6:30 p.m. #8 – Learning at Work 10:30 p.m. #6 – Ready for Work
Thu. 11th	6:30 p.m. #9 – The Language of Work 10:30 p.m. #7 – Workplace Safety
Tue. 16th	6:30 p.m. #10 – Communicating with Coworkers and Supervisors 10:30 p.m. #8 – Learning at Work
Thu. 18 <sup>th</sup>	6:30 p.m. #11 – Working Together 10:30 p.m. #9 – The Language of Work
Tue. 23rd	6:30 p.m. #12 – Communicating with Customers 10:30 p.m. #10 – Communicating with Coworkers and

Supervisors

Thu. 25th	6:30 p.m. #13 – A Process for Writing 10:30 p.m. #11 – Working Together
Tue. 30th	6:30 p.m. #14 – Supplying Information: Directions, Forms and Charts 10:30 p.m. #12 – Communicating with Customers
<b><u>JANUARY</u></b>	
Thu. 1st	6:30 p.m. #15 – Writing Memos and Letters 10:30 p.m. #13 – A Process for Writing
Tue. 6th	6:30 p.m. #16 Reading for a Purpose 10:30 p.m. #14 Supplying Information: Directions, Forms and Charts
Thu. 8th	6:30 p.m. #17 Finding What You Need: Forms and Charts 10:30 p.m. #15 – Writing Memos and Letters
Tue. 13th	6:30 p.m. #18 – Following Directions 10:30 p.m. #16 Reading for a Purpose
Thu. 15th	6:30 p.m. #19 – Reading Reports and Manuals 10:30 p.m. #17 Finding What You Need: Forms and Charts
Tue. 20th	6:30 p.m. #20 – Number Sense 10:30 p.m. #18 – Following Directions
Thu. 22nd	10:30 p.m. #21 – Solving Problems 10:30 p.m. #19 – Reading Reports and Manuals
Tue. 27th	6:30 p.m. #22 – Fractions, Decimals and Percents 10:30 p.m. #20 – Number Sense
Thu. 29th	6:30 p.m. #23 – Measurements and Formulas 10:30 a.m. #21 – Solving Problems
<b><u>FEBRUARY</u></b>	
Tue. 3rd	6:30 p.m. #24 – Trends and Predictions: Graphs and Data 10:30 p.m. #22 – Fractions, Decimals and Percents
Thu. 5th	10:30 p.m. #23 – Measurements and Formulas
Tue. 10th	10:30 p.m. #24 – Trends and Predictions: Graphs and Data

